



## DEPARTMENT OF THE NAVY

OFFICE OF CIVILIAN HUMAN RESOURCES  
NEBRASKA AVENUE COMPLEX  
321 SOMERS COURT NW SUITE 40103  
WASHINGTON, DC 20393-5441

MAY 3 2002

### MEMORANDUM FOR DISTRIBUTION

Subj: FEDERAL EXECUTIVE INSTITUTE PROGRAMS

Encl: (1) FEI Fiscal Year 2003 Program Brochure  
(2) Training Dates

Enclosure (1) describes the Federal Executive Institute (FEI) "Leadership for a Democratic Society" programs for Fiscal Year (FY) 2003. An electronic version of the program brochure and description may be found at their web site: [www.leadership.opm.gov/lds](http://www.leadership.opm.gov/lds). These courses are intended to help executives develop broad corporate viewpoints, understand constitutional roles, and enhance essential skills. The Department of the Navy will participate in 10 sessions with FEI.

The FEI offers two programs: Leadership for a Democratic Society, 4 consecutive weeks, and the Applied Learning Program, a split program where participants attend a 2-week session and return 3 months later for the remaining 2 weeks. Sponsoring commands and subordinate activities are responsible for tuition, travel and per diem for the duration of the program.

#### Cancellation and Substitution Policy

Purchases of FEI spaces are non-refundable. However, substitutions may be accepted if requested one month prior to the start of each program.

Enclosure (2) provides dates for the FY 03 sessions. Addressees are requested to:

- a. Identify a point of contact.
- b. Publicize this program throughout your commands and subordinate activities.
- c. Coordinate submissions via the chain of command to the Office of Civilian Human Resources, Executive Personnel and Leadership Development Division. Nomination packages should include a prioritized listing of nominees and a valid DD Form 1556 (Request, Authorization, Agreement, Certification of Training, and Reimbursement) for each nominee. Block 27 of the DD Form 1556 should reflect that payment would be made by the government purchase card. It should include the cardholder's name, card number, and expiration date and telephone number. Requests for the FEI Program may be mailed to:

Office of Civilian Human Resources  
Code HRP3, Attn: Joanne Jones  
Nebraska Avenue Complex  
321 Somers Court, NW, Suite 40101  
Washington, DC 20393-5441

Nominations must be received in OCHR, Code HRP3, by 10 July 2002. The OCHR, Code HRP3, will coordinate the final screening and will notify successful candidates in late August 2002.

If you have questions regarding this program, the point of contact is Ms. Joanne Jones. She may be reached on commercial (202) 764-0639 or DSN 764-0639.



RODNEY E. MARKHAM  
Director, Executive Personnel and  
Leadership Development Division

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# **FEDERAL EXECUTIVE INSTITUTE**

**FISCAL YEAR 2003 – TRAINING DATES**

**DEPARTMENT OF THE NAVY**

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## **LEADERSHIP FOR A DEMOCRATIC SOCIETY PROGRAM AND APPLIED LEARNING PROGRAM**

### **Program 283**

10/27/02 – 11/22/02

### **Program 284**

12/01/02 – 12/13/02 and  
03/9/03 – 03/21/03

### **Program 285**

01/05/03 – 01/31/03

### **Program 286**

02/02/03 – 02/28/03

### **Program 287**

03/23/03 – 04/18/03

### **Program 288**

04/27/03 – 05/09/03 and  
08/03/03 – 08/15/03

### **Program 289**

05/11/03 – 05/23/03 and  
08/17/03 – 08/29/03

### **Program 290**

06/01/03 – 06/27/03

### **Program 291**

07/06/03 - 08/01/03

### **Program 292**

09/14/03 – 10/10/03

### **Tuition:**

Leadership for a Democratic Society – \$10,550

Applied Learning Program - \$10,950